



CITY OF ROSENBERG

VOLUNTEER POSITION DESCRIPTION



VOLUNTEER OPPORTUNITY: Code Enforcement Clerk

Department: Code Enforcement

Location: City Hall Annex , 2220 4th Street, Rosenberg, Texas 77471

ESSENTIAL JOB FUNCTIONS:

- Receptionist duties such as answering telephones and taking messages.
- Typing correspondence, reports, and other related documents.
- Filing.
- Work on special projects as needed.
- Enter permits and take payments as needed.

ADDITIONAL FUNCTIONS OF THE JOB:

- Perform other job-related functions as assigned.

Qualifications:

- Must be able to operate office machines, including personal computers and related software, photocopiers, and scanners, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public when gathering or communicating information, as needed.

Skills and Abilities:

- Ability to work with extensive detail for sustained periods while maintaining a high degree of accuracy.

Physical and Mental Demands:

- Stand, walk, see, hear, talk, write, walk, sit; good manual dexterity and ability to stoop, kneel or bend. There could be some light lifting and carrying, as well.
- Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Requirements:

- Minimum age: 18
- Time Commitment: Regular weekly – 8 hours total – schedule negotiable

Training:

All necessary training will be provided.

Environmental Conditions:

The volunteer will work in an office environment.

How To Apply:

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: www.ci.rosenberg.tx.us – or contact Volunteer Coordinator, City of Rosenberg, 2110 4th Street, Rosenberg, TX 77471 (832-595-3323) – volunteer@ci.rosenberg.tx.us